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BRIEFING OF MR. TABER BY A-25/A

As you may already know, we have endeavored to establish within the Central Intelligence Agency a program of centralized administrative support to the entire Agency, both domestic and overseas.

The Deputy Director (Administration) directs and coordinates the administrative activities of the Offices of General Counsel, Comptroller, Logistics, Medical, Audit, and Security. These Offices function to provide their respective support for all Agency activities. In addition, I have established two Staffs: The Regulations Control Staff and the Project Administrative Planning Staff. Until just recently we had an Office of General Services, providing certain printing and reproduction services, handling space procurement, planning and allocation within the Washington area, providing building maintenance, moving and telephone service, maintaining an electrical accounting machine service, and administering a records management program, vital materials program, central administrative files, and headquarters mail and courier service. Effective 15 February 1954 this Office was abolished and its functions were absorbed in the Logistics Office and the Office of the Comptroller, which, it is anticipated, will effect considerable savings to the Agency. Although most of the other Agency Offices have administrative personnel and components within their organizations, they function under the technical direction and policy guidance of my organization.

I will try to briefly summarize the functions and activities of the various Offices and Staffs under my jurisdiction. I will not go into the activities of the Security Office at this time because you will be briefed separately by that Office.

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REGULATIONS CONTROL STAFF

The Regulations Control Staff is established for the administration of an Agency regulatory system. This Staff establishes publications standards, reviews all proposed regulatory issuances, expedites appropriate coordination of all proposed Regulations, secures formal authentication of all Regulations, establishes a distribution system, and recommends initiation of regulatory material in areas where there is need for the expression of Agency policy and/or procedures. We are currently engaged in a program of redrafting and republishing an entirely new series of Agency Regulations, which is aimed at simplification of expression, improved format and substantive content, and reduction of numerous other issuances regulatory in nature.

PROJECT ADMINISTRATIVE PLANNING STAFF

The Project Administrative Planning Staff is responsible for developing, coordinating, and obtaining approval of special administrative policies and procedures for covert operations requiring deviation from standards established by Government and CIA Regulations. Certain projects or phases thereof must be conducted under cover or operational circumstances which preclude the complete application of other parts of Agency Regulations and the establishment of administrative control prescribed thereunder. Accordingly, an approved Administrative Plan developed in close collaboration with the operating component concerned constitutes a planned and considered waiver or modification of other parts of Agency Regulations to the extent considered necessary and desirable for a particular project. Primarily, the type of operations concerned are proprietary projects, subsidy projects, preclusive buying and operational investment

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activities, or other projects which, because of their magnitude, sensitivity or complexities, require extraordinary authorities or special procedures for their support and control. Administrative Plans for [REDACTED] current operating projects have been developed by this Staff and there is a continued review and follow-up to ensure that the provisions of each plan are applicable to the current activity of the projects.

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OFFICE OF THE COMPTROLLER

The Office of the Comptroller is responsible for the development and administration of the over-all budgetary, financial and management improvement programs of the Agency. This involves budget preparation and justification; formulating and administering a program of budgetary execution to assure the balanced relationship between funds and activity requirements to accomplish an orderly and effective program of obligation and expenditure; establishing accounting and financial policies and procedures throughout the Agency; directing and supervising studies and surveys of organizational structure for the purpose of effecting improvements and economies; preparing methods and procedures for the betterment of Agency operations; and providing staff advice to all Agency components on related matters to ensure the establishment and maintenance of appropriate controls and regulations with respect to budget, accounting and management improvement matters.

The Office of the Comptroller maintains close liaison with all offices within the Agency in connection with procedures involving the internal administration of budgetary, fiscal, and management affairs. External budgetary and fiscal activities require coordination and liaison with Committees of

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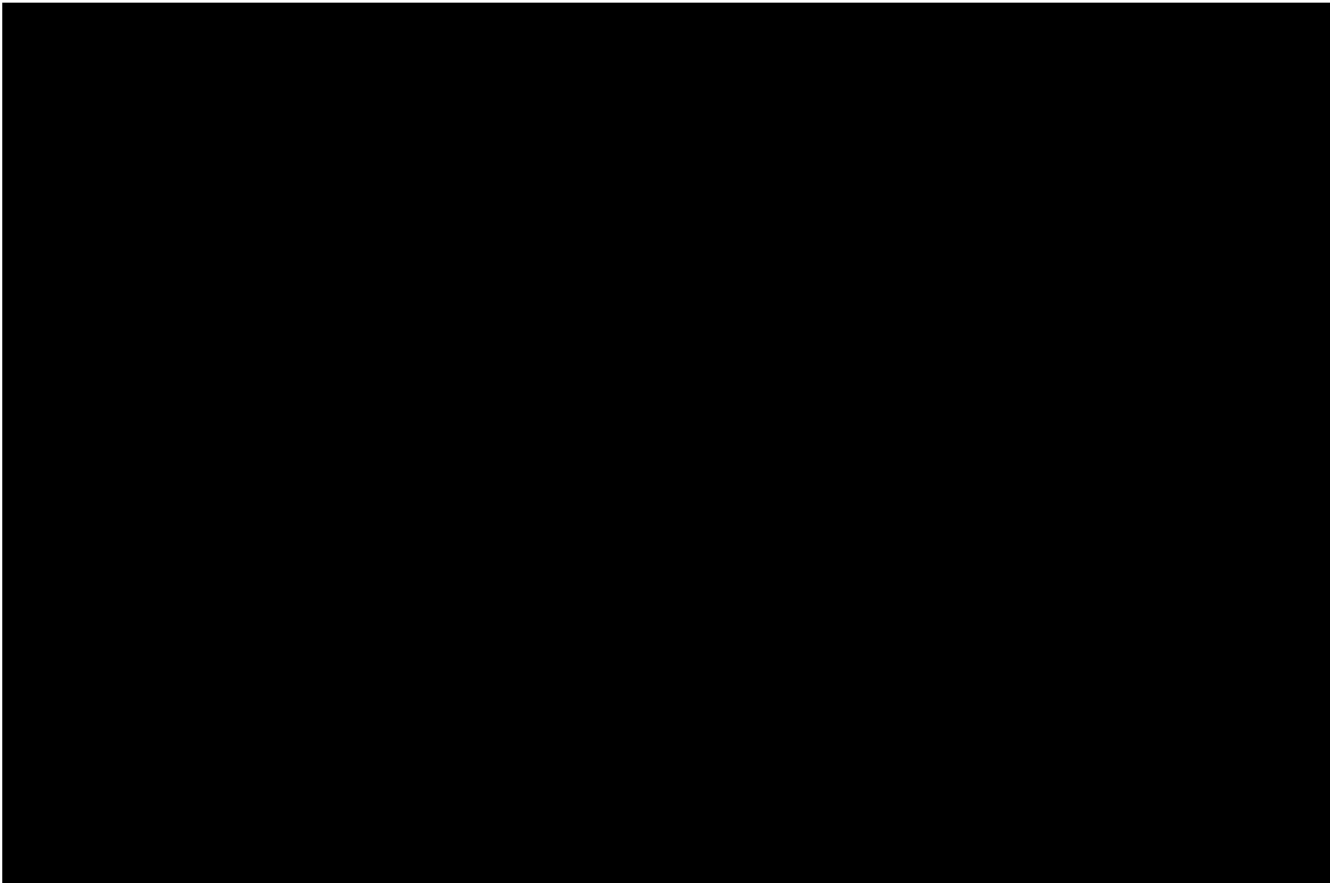
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Congress, the Bureau of the Budget, Treasury Department, General Accounting Office, Departments of State, Army, Navy, Air Force and other Governmental agencies. Continued liaison is exercised with budgetary and fiscal officials in other agencies to ensure that financial processing meets security requirements. For security reasons special methods and procedures are developed which involve deviations from the normal Governmental routine channels.

Disbursing and accounting functions are physically segregated between the overt normal Government agency activity and covert operational activity. In the former case we have our Fiscal Division similar in all respects to that of any other Government agency operating under standard procedures with a detailed audit by a resident GAO auditor. In the latter we have our Finance Division exclusively for disbursing and accounting for confidential funds.

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The accounting phase of the Comptroller's operations is quite complex since it involves many complicated Government and commercial operations and therefore encompasses corporation accounting and other commercial accounting of varying degrees, all of which has to be integrated into the Agency's Governmental accounting system.

LOGISTICS OFFICE

Logistics Office is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment and supplies; for meeting real estate and construction needs, and for coordination and compilation of forecasts of requirements for Agency logistical support.

The office consists of five major divisions:

a. The Procurement Division serves as purchasing agent for the entire Agency on a world-wide basis, makes purchases from the Armed Forces, from civilian and Government sources, enters into contractual agreements for the purchase of goods and services, and for the manufacture of such goods and services where necessary. It is also responsible for the proper administration and termination of such contracts.

b. The Transportation Division is the traffic management unit of the Agency and is responsible for the shipment of Agency personnel and material from the United States to overseas stations. It is also responsible for the operation of Agency vehicles, motor pool activities, and vehicle maintenance.

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c. The Supply Division is responsible for establishing and maintaining a system of property accountability and responsibility throughout the world; for providing procedures and controls in the operation of overseas depots; for

tion, storage, packaging, crating, and issuance of all Agency supplies and equipment. This Division is also responsible for the development, issuance, and revision of the Agency Supply Catalog.

d. The Real Estate and Construction Division has the over-all responsibility for real estate and construction activities of the Agency; including provisions for design of office space, warehousing, living quarters, communications, and monitoring facilities, power installations, sewer and water systems, heating and air conditioning, and acquisition of real estate. This Division also has the responsibility for maintaining a system of accountability for Agency real property holdings throughout the world.

e. The Printing and Reproduction Division is responsible for the printing of Agency documents, providing photostatic, microfilm, and other related services on an Agency-wide basis.

In addition to the functions of the Divisions listed above, the Logistics Office, through its Coordination and Requirements Staff, provides continuing assistance and advice to the operating Offices on logistical matters such as obtaining logistical and supply information, expediting requisitions and shipments, compiling statistics on availability of items, determining feasibility and recommending substitutions. This Staff is also responsible for consolidating material requirements which are provided semi-annually by the operating

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Offices on a projected two-year basis. These requirements are used as the basis for determining amounts and types of purchases to be made and make the job of predicting what the future needs of the Agency will be in terms of necessary logistical support.

The Logistics Office is concerned with the development of a world-wide system of logistical support which will provide maximum and efficient service to all operating components of the Agency--a system which will bring the source of supply as close as possible to the base of operations. In line with this policy one major depot has already been established [REDACTED] for the purpose of servicing operations in the North Asia area. Other such bases are in various stages of development in the South Asia area, [REDACTED] and in North Africa. These stations will be manned by logistics personnel who are under the technical supervision of the Logistics Office.

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Attached are tables and figures to show the scope of Agency logistics operations.

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MEDICAL OFFICE

The Medical Office is responsible for providing medical services to all personnel employed by or assigned to the Central Intelligence Agency. The Medical Office in Washington accomplishes the physical evaluation of all employees and employee applicants, including all types of medical examination. The local program also includes emergency First Aid treatment, diagnostic and consultative service, visiting nurse service and the operation of strategically located Health Rooms in the Washington area. The Medical Support Program for overseas operations includes the establishment and maintenance of field medical installations and the appropriate staffing of such posts in order to provide adequate medical support.

There follows a brief description of the activities of the various components in the Medical Office:

a. Technical Services Division is responsible for the establishment of physical standards for all Agency positions both domestic and foreign; the physical evaluation of all employees and applicants, including such examinations as entrance-on-duty, overseas, returnee, return from extensive illness, annual examinations and special examinations; the Agency preventive health program including X-Ray surveys, diagnostic and consultative service when required and a visiting nurse service; the operation of the CIA Dispensary and eleven health rooms in Washington necessary for the treatment of minor ailments or referral to specialists; the treatment and care of employees' compensation cases within the limits of available facilities, including liaison with the Federal Security Agency on compensation cases; the care and treatment of military personnel in accordance with regulations and referral to military medical installations as required.

b. The Program Coordination Division is responsible for the medical training of technicians, nurses, and medical officers for assignment to CIA operational projects and an Agency health program; current world-wide epidemiological information needed to immunize personnel for duty in any part of the world; liaison with other Government agencies such as the Department of Defense, Public Health Service, etc., in the exchange of medical information; the establishment and maintenance of a program for collection, analysis, and dissemination of medical information for the Medical Program; the maintenance of a medical research program designed to furnish basic research on special problems of a medical nature for Agency requirements; and the training of lay personnel including operational personnel in elementary and advanced first aid and the medical aspects of operations.

c. The Administrative Support Division is responsible for the development and operation of the Medical Office budget, including the preparation of special project budgets; the development of plans, specifications, equipment and supply tables for operations support; the recruitment, processing and maintenance of personnel records of medical personnel including physicians, specialists, nurses, and medical technicians, both overseas and domestic; the maintenance of the Medical Supply Program, including current data on new drugs and equipment; the stocking of emergency medical supplies for immediate transfer to field installations; the screening of all medical requisitions both domestic and foreign to maintain Medical Office standards, and the maintenance of a standard medical supply catalog for all Agency requirements.

d. The Psychiatric Division is responsible for providing psychiatric support to components of the Agency as required. This Division develops and maintains criteria and standards for screening and selection of personnel, provides therapy, maintains psychiatric consultant and research programs, and

assists the operating divisions with problems in this specialized field.

e. The Special Support Staff is responsible for the establishment, maintenance and technical supervision of medical support operations. This includes advising overseas offices of the medical support required for operational projects in terms of size of medical activities, number and type of professional medical personnel, and medical supplies and equipment needed; the assignment of medical personnel such as doctors, nurses and technicians for operations support, and the handling of correspondence with medical personnel and medical activities overseas regarding the incidence of various diseases, injuries, etc., and their treatment.

AUDIT OFFICE

The Audit Office acts as a direct arm of the Director in the performance of a final post-audit on all activities involving the use of unvouchered (confidential) funds. This audit function is not one of internal administrative examination but rather a final audit for the protection of the Director in the proper and authorized use of covert funds and property. In the absence of a GAO audit of unvouchered funds this audit is a very important function.

25X1A The Audit Office performs site audits, where practicable, in the Washington area [REDACTED] and foreign field. To the extent feasible audit teams are established in centrally located foreign areas who audit several field installations within close distances and having similar cover conditions. At present there is a team auditing in Europe, one in the Middle East, and one in the Far East. Where field audits cannot be performed, detailed audits from reports and vouchers submitted to Washington are performed in Washington.

The scope of the audit varies as the scope of operations and cover varies. On normal Government activities though covert in nature, the audit is performed in a manner similar to the GAO audit of other Government agencies. This includes

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spot voucher examination, counting of cash, verification of bank balances, review of internal controls and procedures, review of the application of Agency regulations, safekeeping facilities, etc. On the other hand some operations of a commercial nature and extremely sensitive which cannot be audited by individuals known to be attached to the Agency are audited by security cleared non-Government public accounting firms under the direction and control of the Audit Office.

The Audit Office reports to the Director any irregular activities or indications of uneconomical use of Agency assets which are determined to require corrective or disciplinary action.

OFFICE OF THE GENERAL COUNSEL

The Office of the General Counsel is responsible for handling all legal matters arising in connection with the official business of the Agency. In practice, this includes on the overt side the handling and interpretation of legislation and the legal aspects of legislative liaison; the legal aspects of budget and fiscal problems, and personnel matters such as leave, travel, retirement, compensation, insurance, separations, loyalty programs; and staff supervision of the legal aspects of supply, procurement, and general services, including the specific review of negotiated contracts. A general function unique to this Agency is advice on the legal implications of the responsibility of the Director for protection of intelligence sources and methods.

On the covert side the function of greatest importance is advice on the proper utilization of unvouchered funds. An allied function also unique, at least in scope, to this Agency is the protection of Government interest in funds, property and control in covert operations where the Government interest cannot outwardly appear. In addition to these basic responsibilities, covert

operations bring up legal problems of every nature and type and often in an entirely new form without clear precedent. The scope is world-wide and involves the application not only of United States laws, Federal and State, but also national and occasionally international law.

The aim of the Office is, through staff assistance, to solve the legal blocks encountered in approved operations with due regard to the protection of United States interests and of the Director in the exercise of his responsibilities.